

[organization name]

Appendix 1 – Customer Requirement Review Checklist

Customers Name:	
Specified request of customer:	
Project ID.:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Changes in specified requests of customer:	
Date of change:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Commented [AS91001]: Delete if requests are listed in Project Plan or similar document.

Commented [AS91002]: Write in the identification number of

Special requirements of the products and services:	
--	--

Commented [AS91003]: Requirements at a high risk of not being met.

--	--

Commented [AS91004]: E.g. New technology, ability and capability to provide, short delivery time.

According to Customer's request analysis, the following activities are suggested:

a)

	Measuring unit	Quantity	

Commented [AS91005]: Usually Sales Manager together with Production Manager performs analysis of customer's requests in order to determine what goods and services should be purchased and what other activities should be undertaken in order to meet customer's request.

Commented [AS91006]: Write in the names of products and services that should be purchased in order to meet customer's requests.

b)

Approved by:		Date:	
--------------	--	-------	--

Commented [AS91007]: Name and job title.

--

Commented [AS91008]: List the reasons why company can't or won't meet customer's requests. E.g.:

- Satisfying customer's request is not profitable
- Lack of skills of employees of organization
- Lack of capacity of organization to meet customer's requests

[organization name]

[job title]

[name]

[signature]